



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Memorandum

DD/A Registry
88-1366X

Date June 21, 1988

From Chairman, Interagency Coordinating Group (ICG)

Subject Drug Testing Support from the Department of Defense

To Tier I and III Drug Program Liaisons

The Department of Defense (DOD) has agreed to allow the Federal Agencies to utilize Military Drug Laboratories for required urinalysis for drugs of abuse while civilian laboratories are undergoing certification. Provision of this service is intended solely as an interim measure to allow Federal Agencies to initiate the testing component of their drug programs while the civilian laboratories are undergoing certification. It is anticipated that a large group of civilian laboratories will be certified by the beginning of October, 1988. We encourage all agencies to initiate contract arrangements with certified civilian laboratories as soon as the certification list is published.

The attached sample Interagency Support Agreements should be used to request testing services from either the Army or Navy. The Army laboratory will test for THC and cocaine while the Navy laboratories will test for THC, cocaine, opiates, amphetamines and PCP. If your agency only plans to test for THC and cocaine, please request testing support through the Army.

DOD will utilize the following laboratories to process Federal Agency samples:

Fort Meade, Maryland (Army)	Norfolk, Virginia (Navy)
Jacksonville, Florida (Navy)	San Diego, California (Navy)

Distribution of specimens to the three Navy laboratories will be determined by the Department of the Navy based on current work load. You will be notified which Navy laboratories may be utilized by your agency. The use of other DOD certified military or contract civilian laboratories will not be considered.

The information required for the interagency agreement is: a) Agency Name, b) the projected number of samples and blind quality controls per month, c) the month in which your agency plans to start testing, d) name and address for your billing office and e) the name and phone number of the point of contact for the program. Additional, if your agency does not intend to test for all five classes of drugs, specify which drugs are required.

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When determining the projected workload, be sure to include the required agency blind quality control samples. For the first quarter of operation, the quality controls samples should be 50% of the total samples up to a maximum of the 500 blind quality controls. After the initial quarter, the blind quality control samples can be reduced to 10% of the submitted samples up to a maximum of 250 controls per quarter. It is highly recommended that the insertion of the quality control samples be accomplished by utilizing most if not all of your agency's collection sites. This permits a more effective quality control program.

Please return the completed, signed Agreement to my office 5600 Fishers Lane, Room 10A-53, Rockville, MD 20857 at least 45 days prior to the implementation of your Agency's testing program. This office will coordinate implementation with the Department of Defense. Should you have any questions, please call Cdr. John Irving on (301) 443-6780; he is managing this project for this office.



J. Michael Walsh, Ph.D.

Attachments

cc: Tier II Agency Drug Program Liaisons

MEMORANDUM OF UNDERSTANDING BETWEEN
(APPROPRIATE FEDERAL AGENCY)
AND THE HEALTH SERVICES COMMAND (ARMY)

Purpose: This agreement sets forth the terms and conditions under which the (Federal Agency name) may obtain certain laboratory testing services by the Commander, Health Services Command (HSC) in Army Forensic Toxicology Drug Testing Laboratories (FTDTL).

Background: On September 15, 1986, the President signed Executive Order 12564, entitled: Drug-Free Federal Workplace. The Executive Order requires each Federal agency to develop a plan for achieving the objective of a drug-free workplace and establish a program to test for the use of illegal drugs by Federal employees. The Department of Health and Human Services' Mandatory Guidelines for Federal Workplace Drug Testing Programs. Final Guidelines allow Federal agencies to utilize Department of Defense (DOD) certified laboratories as an interim measure. In compliance with this mandate, (name of agency) forecasts a requirements to test an average of _____ specimens per month through 1 January 1989. (name of agency) expects to begin testing on (date, year). In view of HSC's expertise in drug testing, and in conformance with the Department of Health and Human Services guidelines, it has been determined that it would be most cost effective, and in the best interest of the government, to obtain these interim services from HSC. It is requested that HSC provide the required laboratory services as follows:

I. Description of Services and Cost Per Specimen:

a. The testing will be performed only in the FT Meade FTDTL. FT Meade FTDTL will test samples forwarded to it by the various (name of agency) activities. The FT Meade FTDTL conducting tests will report results of each test to the Medical Review Officer at the address cited on the Chain of Custody Form, within an average of five working days following receipt of the specimens. A list of all tests conducted will accompany a monthly billing to the (list agency's appropriate officer and address).

b. The tests to be performed during FY-88 and the unit cost per specimen are as follows:

<u>Test Procedure</u>	<u>Total Cost Per Specimen</u>
Initial test - Immunoassay	\$20.00 for two drugs (marijuana and cocaine)
*Confirmatory - Gas Chromatography/ Mass Spectrometry (GC/MS)	
*GC/MS will only be performed on samples that are positive on the initial test.	

c. Each sample will be tested for [insert the drugs approved in your agency plan].

II. (name of agency) will:

a. Furnish specimens with appropriate documentation to the designated FDTL after collection of urine specimens.

b. Ensure that specimens are properly packaged to assure safety and good condition upon arrival at the designated FDTL.

III. The Walter Reed Army Medical Center will bill the agency monthly on Standard Form 1080 for specimens on which test results have been completed and submitted to:

(Agency's office and address to receive bills)

IV. Liaison Offices:

a. The contact for the (name of agency) is:

(List contact office with address and phone)

b. The contact for HSC is:

Commander
U. S. Army Health Services Command
ATTN:
Fort Sam Houston, TX 78234

V. Period of Performance:

This agreement becomes effective upon signature by both parties and remains in form until the (name of agency) has contract with a certified civilian laboratory for the services involved or 1 January 1989, whichever date comes first. Unless this agreement is cancelled, uninterrupted services will be provided by HSC through the above dates. Continued services will be covered by amendment to the agreement at the beginning of FY-89. Such amendment will cite the period of extended service, the estimated number of additional specimens involved and the cost per specimen. Amendments will be approved in writing by each signatory to this agreement or their successors.

VI. Revisions, Modifications, or Cancellations:

This agreement or any of its specific provisions may be revised or amended 30 days proper written notice by either party, or their successors, to the other.

VII. Authority:

Economy Act of 30 June 1932 as amended (31 USC 1535 and 1536).

ACCEPTED

(FEDERAL AGENCY)

ACCEPTED

NAVAL MEDICAL COMMAND

BY:

(Agency Official
and title)

BY:

NG TRACY E. STREVEY, JR., MC
Commander
US Army Health Services
Command
Fort Sam Houston, TX
78234-6000

MEMORANDUM OF UNDERSTANDING BETWEEN
(APPROPRIATE FEDERAL AGENCY)
AND THE NAVAL MEDICAL COMMAND

Purpose: This agreement sets forth the terms and conditions under which the (Federal Agency name) may be provided services for laboratory tests by the Commander, Naval Medical Command (COMNAVMEDCOM) within established Navy Drug Screening Laboratories (NAVDRUGLAB).

Background: On September 15, 1986, the President signed Executive Order 12564, entitled: Drug-Free Federal Workplace. The Executive Order requires each Federal agency to develop a plan for achieving the objective of a drug-free workplace and establish a program to test for the use of illegal drugs by Federal employees. The Department of Health and Human Services' Mandatory Guidelines for Federal Workplace Drug Testing Programs; Final Guidelines published on 11 April, 1988 established a certification program for laboratories testing Federal employee samples. Until private laboratories have been certified, the Federal Guidelines allow Federal agencies to utilize Department of Defense (DOD) certified laboratories as an interim measure. In compliance with this mandate, this agency forecasts a requirement to test an average of _____ specimens per month through 1 January 1989. This agency expects to begin testing in the month of _____. In view of COMNAVMEDCOM's expertise in drug testing, and in conformance with the Department of Health and Human Services guidelines, it has been determined that it would be most cost effective, and in the best interest of the government, to obtain these interim services from COMNAVMEDCOM. It is requested that COMNAVMEDCOM provide the required laboratory services as follows:

I. Description of Services and Cost Per Specimen:

a. The testing will be performed in three NAVDRUGLABs. Each NAVDRUGLAB will test those samples forwarded to it by the various agency activities. The NAVDRUGLABs conducting tests will report results of each test to the Medical Review Officer at address included on Chain of Custody Form within an average of five working days of receipt of the specimens. A list of all tests conducted will accompany the four week billing to the (list agency's appropriate office and address).

b. The tests to be performed during FY-88 and the unit cost per specimen are as follows:

<u>Test Procedure</u>	<u>Total Cost Per Specimen</u>
Initial test - Immunoassay	\$20.00
*Confirmatory - Gas Chromatography/ Mass Spectrometry (GC/MS)	

*GC/MS will only be performed on samples that are positive on the initial test.

c. Each sample will be tested for [insert the drugs approved in your agency plan].

II. Agency activities will:

a. Furnish specimens with appropriate documentation to the designated NAVDRUGLAB after collection of urine specimens.

b. Ensure that specimens are properly packaged to assure safety and good condition upon arrival at the designated NAVDRUGLAB.

III. Each of the five NAVDRUGLABs will bill the agency every four weeks on Standard Form 1080 for services performed. This billing will include charges for all specimens on which test results have been completed and submitted to:

(Agency's office and address to receive bills)

IV. Liaison Offices:

a. The contact for the agency is:

(List contact office with address and phone)

b. The contact for COMNAVMEDCOM is:

Commander
Naval Medical Command
23rd & E Streets, N. W.
Washington, D. C. 20372-5120
Telephone #653-1144

V. Period of Performance:

The effective date of this agreement is from the date both parties have signed the agreement until the agency has a contract with a certified civilian laboratory or 1 January 1989, whichever date comes first. Unless the agreement is cancelled, uninterrupted services will be provided by COMNAVMEDCOM through the above dates. Continued services will be covered by an amendment to the

agreement at the beginning of FY-89. The amendment will state the period of service, the estimated number of specimens, and the unit of cost per specimen. The amendment will be approved by an authorized official of each party to the agreement.

VI. Revisions, Modifications, or Cancellations:

This agreement or any of its specific provisions may be revised or amended only by the signature of the parties to the agreement or by their respective official successors. Cancellation may be made upon 90 days written notice by either party, or their successors, to the other.

VII. Authority:

Economy Act of 30 June 1932 as amended (31 USC 1535 and 1536).

ACCEPTED

(FEDERAL AGENCY)

BY: _____

(Agency Official
and title)

DATE: _____

ACCEPTED

NAVAL MEDICAL COMMAND

BY: _____

J. S. Cassells
Commander, Naval Medical
Command

DATE: _____